


REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES

	REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES
RFQ Title: BIGFORK SENIOR CENTER PAR	
RFQ Response Due Date and Time: 8:30 am, Mountain Time / July 9, 2020	Issue Date: June 16, 2020
ISSUING AGENCY INFORMATION	
Flathead County Commissioners' Office 800 South Main Street, Room 302, Kalispell, MT 59901 Single Point of Contact (SPOC): Whitney Aschenwald - (406) 758-2467, waschenwald@flathead.mt.gov Website: http://flathead.mt.gov/commissioner/	
INSTRUCTIONS TO RESPONDENTS	
Return Sealed Envelopes to: Flathead County Commissioners' Office 800 South Main Street, Room 302 Kalispell, MT 59901	Mark Face of Envelope/Package with: <i>RFQ Response-Bigfork Senior Center PAR</i>
Special Instructions:	
RESPONDENTS TO COMPLETE THE FOLLOWING	
Firm's or Individual's Name/Address:	
	(Name/Title)
	(Signature) Print name and title and sign in ink. By submitting a response to this RFQ, offeror acknowledges an understanding of and willingness to comply with the RFQ specifications and requirements.
Type of Entity (e.g., corporation, LLC, etc.)	Phone Number:
E-mail Address:	FAX Number:
FIRMS MUST RETURN THIS COVER SHEET WITH RFQ RESPONSE	

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The Flathead County Commissioners are requesting statement of qualifications from firms interested in providing architectural services to complete a Preliminary Architectural Report (PAR) to evaluate various options for the Bigfork Senior Center. A detailed scope of work is listed below.

Flathead County has been awarded a Community Development Block Grant (CDBG) Planning Grant, not to exceed \$45,000, from the Montana Department of Commerce to facilitate planning work related to this project. Additionally, up to \$15,000 will be included as necessary by Flathead County in the project budget as match for the CDBG planning grant funds.

RFQ Submittal Terms: The Single Point of Contact (SPOC) for this solicitation is:

Whitney Aschenwald, Flathead County Commissioners' Office
800 South Main Street, Room 302, Kalispell, MT 59901
(406) 758-2467, waschenwald@flathead.mt.gov

- Questions about this RFQ must be submitted via e-mail or in writing to the SPOC by 5:00 pm on **June 30, 2020**. No additional project questions will be addressed after this date. A response addendum listing all questions received and Flathead County's responses will be posted by 5:00 pm on **July 2, 2020** on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/>
- **Proposals must be submitted to the SPOC no later than 8:30 am on July 9, 2020.**
- **Six (6) copies** of the RFQ response must be submitted and **one (1) electronic disk or USB copy**.
- Please label outside of response package envelope as: **RFQ Response-Bigfork Senior Center PAR**
- Proposals are scheduled for opening by the Board of Commissioners at 10:15 am, July 9, 2020 in the Commissioners' Chambers, located on the third floor of the County Courthouse.

TARGET SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Deadline for Receipt of Written Questions on RFQ	5:00 pm, June 30, 2020
RFQ Question Responses Posted on County Website	5:00 pm, July 2, 2020
RFQ Proposals Due to Commissioners' Office	8:30 am, July 9, 2020
Intended Date for Contract Award	July 2020
Intended Date for Draft PAR Document Due	October 2020
Intended Date for Finalized PAR Document Due	December 2020

BACKGROUND INFORMATION

Flathead County owns the property and building that is utilized by the Bigfork Senior Center at 639 Commerce Street in Bigfork, MT. The Bigfork Senior Center building has multiple accessibility issues, health and safety concerns, and required repairs. There are also space limitations with the current building and parking area, making it difficult to increase services to the growing number of seniors in the

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community. Previous evaluations of the Bigfork Senior Center determined that it is not financially feasible to remodel the existing building.

Flathead County has been awarded a Community Development Block Grant (CDBG) Planning Grant, not to exceed \$45,000, from the Montana Department of Commerce to facilitate planning work related to the Bigfork Senior Center. Additionally, up to \$15,000 will be included as necessary by Flathead County in the project budget as match for the CDBG Planning Grant funds.

Utilizing CDBG grant funding, Flathead County intends to complete a Preliminary Architectural Report (PAR) to thoroughly evaluate alternative options for the Bigfork Senior Center including:

- Demolish existing building and build new onsite;
- Sell existing property and build new offsite – vacant lot in the Bigfork community;
- Develop a long-term community partnership – lease space from another community group or business.

The information and evaluation compiled in a PAR will provide valuable insight for program stakeholders to make informed long-term decisions to support the Bigfork Senior Center activities now and in the future.

SCOPE OF WORK FOR ARCHITECTURAL SERVICES

The basic services to be provided will include, but are not limited to the following:

- Prepare a Preliminary Architectural Report (PAR) evaluating three options for the Bigfork Senior Center. The PAR must:
 - Be prepared by a professional architect licensed to practice in the State of Montana;
 - Adequately describe existing building conditions and problems, present and analyze at least three alternative options and propose a specific course of action for solving the identified problems;
 - Provide sufficient information to adequately assess the estimated cost of the proposed options;
 - Address all other issues identified in the PAR outline and follow the format provided by the Montana Department of Commerce. See Attachment #1 or visit: <https://comdev.mt.gov/Portals/95/shared/TSEP/docs/Planning/Forms/CDBGPARGuide.pdf>
- Evaluate the option of demolishing the current building and building new onsite, including cost estimates, basic floorplans, and a site plan;
- Evaluate the option of selling the existing property and building new offsite, including cost estimates, basic floorplans, and a site plan;

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- Evaluate the option of developing a long-term community partnership and leasing a space from another community group long-term, including a basic long-term cost estimate;
- Organize and facilitate, at a minimum, one community meeting including project stakeholders and the general public to gather input on the community's preferred option;
- Work with Flathead County and project stakeholders to develop a scoring criteria to evaluate the various options, ultimately selecting a preferred option;
- Participate in regular project meetings with Flathead County staff and officials;
- Supply the draft project contract to Flathead County for review and/or negotiations. The contract must include the CDBG Supplemental Conditions as an attachment. The CDBG Supplemental Conditions can be found at:
<https://comdev.mt.gov/Portals/95/shared/CDBG/docs/Grants/5CDBGGAM/GAMChap3/Exhibits/EXH3G.pdf>
- Flathead County will provide the following information:
 - Various reports and documents detailing the existing building condition and problems including ADA deficiencies, LBP reports, health and safety concerns, limited growth issues, functionality concerns as well as 2016 renovation cost estimates;
 - A Comparable Market Analysis (CMA) estimating the 2017 market value of the existing property;
 - Information on known properties available in the Bigfork area. Additional research on potential locations will be expected;
 - Information on potential long-term community partners including space details and lease rates.

STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

Submittal:

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFQ. Respondents should submit six (6) full copies of their RFQ response documents and one (1) electronic copy on a disk or USB to the Single Point of Contact (SPOC) for this solicitation by **8:30 am, July 9, 2020**. **No late, faxed, or email submittals will be accepted.** Questions about the RFQ must be submitted via e-mail or in writing to the SPOC on or before **5:00 pm, June 30, 2020**. A response addendum listing all questions received and Flathead County's responses will be posted by **5:00 pm, July 2, 2020** on the Flathead County webpage at <http://flathead.mt.gov/commissioner/>. If a party is interested in the questions received and the responses provided by Flathead County, it is the responsibility of each firm to check the County's website.

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Subject to exceptions provided by Montana law, all information received in response to this RFQ, including copyrighted material, is public information. Proposals will be made available for public viewing shortly after the due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, Chapter 14, Part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFQ responses for interested parties to review during regular business hours at the County Commissioners' Office, 800 South Main Street, Room 302, Kalispell, MT. If interested parties would like a copy of a RFQ, one will be provided on a disk for a charge of \$1.00 per disk copy.

Content for Proposals:

Proposals shall demonstrate that the firm has the professional capability and availability to satisfactorily complete all the tasks as described in the Scope of Work section of this RFQ in a timely manner. Responses shall include:

- ☐ Completed and signed RFQ cover sheet;
- ☐ The firm's legal name, address, telephone number and principal contact e-mail address;
- ☐ Location of managing office;
- ☐ The principal(s) of the firm and their experience and qualifications;
- ☐ The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
- ☐ A proposed work plan and schedule for activities to be performed;
- ☐ A description of the firm's current and projected workload and anticipated availability during the term of the project;
- ☐ A description of the firm's prior experience on similar projects including any Preliminary Architectural Reports;
- ☐ A description of the firm's prior experience related to Flathead County;
- ☐ A minimum of three references that are knowledgeable regarding the firms recent performance on similar projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact e-mail address, and a complete description of services provided, including dates of service. These references may be contacted to verify a firm's ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for proposal disqualification).

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Evaluation Criteria:

Respondents will be evaluated and scored according to the following criteria:

- 1) Overall quality of the proposal – 20%
- 2) The qualifications and experience of the professional personnel to be assigned to the project – 20%
- 3) Proposed project schedule including the firm's capability to meet time and project requirements and the firm's present or projected workload that would affect completion of the project – 20%
- 4) Consultant Location – 5%
- 5) Related experience on similar projects – 20%
- 6) Recent work related to Flathead County – 5%
- 7) References for similar projects – 10%

SELECTION PROCESS

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. The highest ranking firms may be asked to attend an interview or Flathead County may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal. If interviews are conducted, finalists are encouraged to bring related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked firm. The contract will be awarded upon reaching an appropriate agreement for this scope of work. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves planning and site evaluation and no future work is implied or guaranteed. Flathead County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm.

Firms contracting with Flathead County are minimally required to provide independent contractor's insurance with limits of \$1,000,000; business liability insurance with limits of \$1,000,000; professional liability insurance with limits of \$1,000,000; auto coverage with at least \$1,000,000 per accident and proof of workers' compensation coverage (or an independent contractor's exemption certificate).

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In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to award a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by the County to award and execute a contract. Upon a determination that such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ;
- Reject any or all proposals received in response to this RFQ;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution;
- Determine at any time whether the submittal is unresponsive in any manner;
- Waive any informalities or irregularities in the response, or
- If awarded, terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.



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Attachment #1

MONTANA DEPARTMENT OF COMMERCE PRELIMINARY ARCHITECTURAL REPORT (PAR) REQUIREMENTS

A PAR MUST:

- be prepared by a professional architect licensed to practice in the State of Montana;
- adequately describe existing building conditions and problems, present and analyze reasonable alternatives, and propose a specific course of action for solving the identified problems;
- provide sufficient information to adequately assess the need for, feasibility, and general, estimated cost of the proposed project; and
- thoroughly address all of the other issues identified in this PAR outline.

Architects and project representatives can call CDBG staff (406-841-2770) to request clarification and guidance regarding this PAR outline;

The PAR outline presented here is by no means all-inclusive. The architect should use his or her professional judgment to present sufficient information during preparation of the PAR, taking into account that different projects require varying levels of detail (rehabilitation of an existing building versus construction of a new building) and consideration of reasonable alternatives.

The architect should provide appropriate documentation, wherever possible, to support the analysis of alternatives and the final proposal submitted.

The public should be involved in the selection of the preferred architectural alternative, especially representatives or members of any groups that are expected to be the principal users the proposed facility.

PAR OUTLINE

I. PROBLEM DEFINITION

A. DESCRIBE AND DOCUMENT THE NEED FOR THE PROJECT AND THE PROBLEM(S) TO BE SOLVED. Describe the need for the project according to the following criteria:

1. HEALTH AND SAFETY - Describe concerns and deficiencies, compliance issues, and relevant regulations such as the International Building Code, (and other codes as listed in "Special Requirements Concerning Code and Standards Enforcement"), asbestos, lead-based paint, handicapped accessibility, zoning ordinances, and other federal, state, local, or tribal requirements concerning the existing facility(ies).

Attach pertinent correspondence to or from appropriate federal, state, and local regulatory agencies, especially information that provides documentation of health and safety concerns and deficiencies.

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2. FACILITY OPERATION & MAINTENANCE (O&M) - Describe O&M concerns regarding the existing facility(ies) with an emphasis on those with the greatest financial and operational impact.

If the high cost of maintaining the existing facility(ies) is related to a proposal to modify or replace the existing facility, describe and document these concerns and potential cost savings.

3. GROWTH - Describe the facility's capacity to meet projected growth needs from the completion of construction through the anticipated useful life of the building

Discuss any potential for future expansion, if applicable, or any consideration given to designing for phased construction or incremental expansion of the facility in the future.

Provide both the number of current users served by the facility(ies) and the projected number of users to be served by the proposed project upon completion.

B. IDENTIFY THE PLANNING AND SERVICE AREA, INCLUDING THE EXISTING LOCATION AND POTENTIAL, ALTERNATE LOCATIONS OF THE FACILITY.

Using narrative and drawings, describe the planning and service area and alternate building(s) or sites under review or consideration. The description should include the following information:

1. LOCATION - Indicate legal and natural boundaries, major obstacles, environmental constraints, etc., using maps, photographs, and sketches of the planning and service area, including both the existing location and potential alternate locations for the facility.
2. GROWTH AREAS AND PROJECTED POPULATION TRENDS - Identify specific areas of projected, concentrated population growth and relate these to the forecasted growth in the clientele to be served by the proposed project.

Provide population projections for the project's planning and service area (and for the persons and/or groups the facility will serve) as well as for the projected design period (i.e., the anticipated useful life of the proposed facility).

Base projections for the clientele to be served upon historical records, Census data, or economic projections, citing recognized sources.

C. EVALUATE THE CONDITION OF THE EXISTING FACILITY(IES), including the following:

1. HISTORY - Provide a brief history of the facility(ies), including when the structure was constructed, major improvements implemented in the past, and any past problems.
2. CONDITION OF FACILITIES - Describe the present condition and any problems such as code deficiencies, general structural decay, presence of asbestos, mold or moisture, lead based paint, subsidence issues, overcrowding, or handicapped accessibility. Describe the adequacy or capacity of the existing facility(ies) to meet existing and long-term needs.

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II. ALTERNATIVE ANALYSIS

A. DESCRIPTION OF ALTERNATIVE SOLUTIONS. Describe each alternative design, building, or site considered -- i.e., identify and describe existing buildings with potential for rehabilitation or alteration, or alternative building sites considered for new construction.

1. IF PROPOSING REHABILITATION OR ALTERATION OF EXISTING BUILDINGS - Describe existing buildings within the community that could be modified or rehabilitated to accommodate the proposed facility or need.

Describe the potential benefits and possible deficiencies with each alternative design, building or site considered, including code compliance issues, floor space, handicapped accessibility, and potential for long-term expansion, as applicable.

2. IF PROPOSING NEW CONSTRUCTION - If proposing new construction, describe alternative building sites considered for new construction, any existing structures on the site(s), potential for long-term expansion, proximity to other services, environmental constraints, etc.

B. REGULATORY COMPLIANCE AND PERMITS. Describe issues that need to be addressed concerning compliance (for either a new building or a rehabilitated building) with appropriate regulations such as the International Building Code and other relevant codes, zoning issues, asbestos, lead-based paint, permits, handicapped accessibility (American Disabilities Act and HUD 504 regulations), designated 100-year floodplains, and other applicable federal, state, local or tribal requirements.

C. LAND ACQUISITION ISSUES. Identify sites to be purchased or leased and any easements needed, if applicable. Specify whether these properties are currently owned, to be purchased or leased, and whether options have been obtained, contingent upon receipt of funding.

D. ENVIRONMENTAL CONSIDERATIONS. Discuss potential environmental impacts and environmental resources in the area that might be impacted or that might impact the proposed facility, if applicable. Describe the mitigation measure(s) necessary to minimize potentially adverse impacts upon identified environmental resources. Projects contemplating the renovation of existing structures should thoroughly discuss mitigation measures to address any existing hazards, such as asbestos and lead-based paint, where identified, in accordance with federal and state requirements.

E. CONSTRUCTION PROBLEMS. Discuss potential concerns such as geological constraints, limited access, underground storage tanks, high water table, asbestos, lead-based paint, contaminated soil, noise, odors, or other conditions that may affect cost of construction or long-term operation of the proposed (new or rehabilitated) facility.

F. COST ESTIMATES FOR EACH ALTERNATIVE. For each alternative considered, include both:

1. PROJECT COSTS (i.e., administrative, financial, engineering, architecture, and construction costs) and
2. PROJECTED ANNUAL OPERATION AND MAINTENANCE COSTS

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III. SELECTION OF THE PREFERRED ALTERNATIVE

A. ANALYSIS OF ALTERNATIVE SOLUTIONS. Provide an analysis of why the preferred alternative (design, building, or location) was selected over other alternatives.

B. SITE LOCATION AND CHARACTERISTICS. Discuss the site location of any current or proposed facilities, and why the preferred alternative was selected over other alternatives.

C. PRELIMINARY ARCHITECTURAL PLANS. Provide preliminary architectural plans (including a proposed floor plan) for the proposed (new or rehabilitated) facility.

D. OPERATIONAL REQUIREMENTS. Discuss the expertise required to operate the facility and any unique operational requirements or benefits of the facility and describe why the preferred alternative was selected over other alternatives.

E. PROJECT COST SUMMARY / PROJECT COST ESTIMATE. Provide an itemized estimate of the project cost based on the anticipated period of construction including administrative, development and construction, land and utilities, legal, engineering, interest, equipment, contingencies, refinancing, and other costs associated with the proposed project.

IV. CONCLUSIONS AND RECOMMENDATIONS

Provide any other conclusions and recommendations and any additional findings that should be considered in the evaluation of the proposed project and the selected alternative.